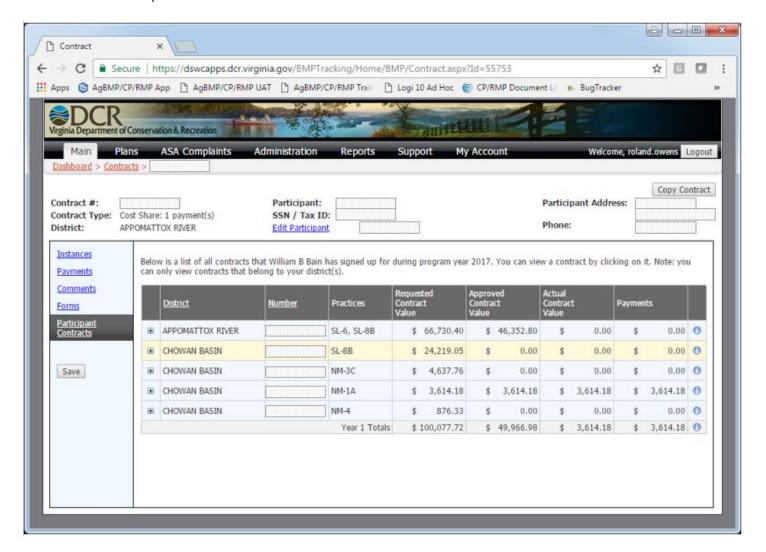
## Using the Participant Contracts tab in the AgBMP Tracking Module:

- From the PY18 Virginia Agricultural Cost Share Manual: "The Agricultural BMP Tracking Program
  provides the District the ability to monitor participant cost-share approval and payment during
  the program year, both within and across District boundaries. Districts are advised to make use
  of the "Participants Contracts" function to monitor the amount of cost-share funds that have
  been approved both within your District and across Districts to insure participants are not
  overpaid based on Statewide Caps."
  - Key is "to monitor the amount of cost-share funds that have been approved" as you work on BMP approvals after your signup period
- Example:



- There are limitations to the Participant Contracts tab:
  - It only shows data for a single PY
  - It does not show what the Cap should be for the partipant
- It is also important to understand how caps apply to a participant and his/her mix of BMPs.
   Everyone should become very familiar with the Cost-share Funding Caps section of the POLICY
   AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL

ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2018) document. One important statement from that section:

- "State participant caps are based upon the fiscal year that the practice is approved rather than the fiscal year in which the cost-share payment is distributed."
  - This is important if a participant is approved for a PY15 pending SL-6 during PY18. While that PY15 SL-6 is 'uncapped', it does impact what other cost share funding they are eligible for during PY18.
- We strongly recommend that you explain how Cost-share Funding Caps are applied to
  participants in the program, especially of they receive are applying for cost share from multiple
  districts or they are receiving approval for a PY15 pending SL-6
  - Cap explaination is included on the VIRGINIA BMP INCENTIVES PROGRAMS CONTRACT Part I – Application for Program form
  - Remember there is also the "Have you received or will you receive cost share funding from another SWCD during the current program year?" question on the Part I form
- CDCs have access through Logi to a series of reports which allow them to monitor Cap related
  data statewide based on when BMP instances were approved. We have not exposed these
  reports to District Logi users as they are a bit complex and I'm concerned they may generate
  more questions than they answer, but we may try to simplify them in the future.